Approved For Release 2000/06/13: CIA-RDP78-04202A 000200160003-3

2 January 1975

MEMORANDUM FOR: Senior Training Officer DDS&T

SUBJECT

: Nominations for Executive Seminar

- 1. Nominations are due in my office not later than 28 March for the "Science, Technology and Public Policy" seminar at take times than 1 13 June 1975.
- 2. The Agency has one space reserved for this seminar. (DDS&T requested two spaces.)
- 3. Please submit six copies of all nomination papers for your candidates—an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar.

Executive Secretary
Training Selection Board

25X1A

25X1A

ES-TSB :mad Distribution: Orig - Adse 2 - ES-TSB

NOMINATION FOR INTERAGENCY TRAINING

111	Approved For Release 2000/06/13 : CIA-RDI	
URSE	Seminar for New Managers	3. Agency offering course Civil Service Commission
ö	4. Dates of course	5. Location of course (city, State)
	4 - 23 May 1975	Kings Point, New York

6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.)

8. Horr

10. Office telephone (including Area Code)

202 - 351-1100

Appointed to managerial position: February 1974

Registrar, Office of Training
Central Intelligence Agency
Washington, D.C. 20505

13. Approving official (signature and title)

Registrar, Office of Training
Registrar, Office of Training
14. Date

15. Telephone(including Area Code)

16. Return address of nominating agency (including ZIP Code)

Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505

	FOR USE BY AGENCY OFFERING	TRAINING-DO NOT FILL IN THIS PART
	17. Nominee is: Selected as nominated	18. Remarks
	Selected for alternative dates (see Remarks)	
z	Not selected (see Remarks)	
ACTIO	19. First session of class meets	

INSTRUCTIONS TO NOMINATING AGENCY

25X1A

- 1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
- 2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
- 3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
- 4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

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U.S. CIVILISERVICE COMMISSION OPTIONAL FORM 37

R	OUTING	AND	RECOR	D SHEET
SUBJECT: (Optional)	***			. 10
FROM:			EXTENSION	NO.
Executive Secretary Training Selection Board 10	036 CofC	2193	3 March 1975	
TO: (Officer designation, room number, and building)	DAT		OFFICER'S INITIALS	COMMENTS (Number each comment to show from what to whom. Draw a line across column after each comments
^{1.} Chairman Training Selection Board	23		1	Attached for your consideratio
2.				are four nominations for the Sem for New Managers at Kings Point, 4 - 23 May 1975:
3.			5X1A	14, OD&E -14, OWI 14, OEL (MF
4.	+	-/	+	14, OEL (MF GS-14, IAS
5.	by No	a yeine		The Agency has one space reserve for this seminar.
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9.		2:	5X1A	No. 1 1 1 1 1 1 1 1 1 1
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12. Executive Secretary Training Selection Board 1036 Chamber of Commerce		./		
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14.	4-	3	11	- SENDING 136 -Home ADDRESS

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building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
 Mr. Fred W. M. Janney 5 E 56 HQS 		1	1	
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3.		2!	5X1A	14, ODSE -14, OWI
•				14, OEL (MF) GS-14, IAS
5.				The Agency has one space reserved for this seminar.
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7.				candidates.
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Executive Secretary				
Training Selection Board 1036 Chamber of Commerce				
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12. Executive Secretary Training Selection Board 1036 Chamber of Commerce		8				
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SECRET

FORM 3-62

	ROUTIN	IG AND	RECOR	D SHEET	
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FROM:		EXTENSION	NO.		
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